



POSITION DESCRIPTION

Job Title	Trainee Wastewater Treatment Plant Operator - 3 year fixed term
Department	Engineering Services
Location	Corowa but will need work from all Federation Council Treatment Plants
Classification/Grade/Band	Traineeship wages
Position Code	295
Reports to	Team Leader Sewer
No. Direct Reports	0
Estimated No. Indirect Reports	0
Unit(s) Budget (Operating and Capital expenditure)	N/A
Date of Approval	24 January 2020

PRIMARY PURPOSE OF THE POSITION

REPORTING TO THE TEAM LEADER SEWER, THE TRAINEE IS RESPONSIBLE FOR The incumbent will gain Certificate III in Wastewater Industry Treatment Specialising in wastewater while gaining hands on experience in the operation and maintenance of the Federation Councils Sewer Treatment Plants, Sewer and Raw Water Pumping Stations in accordance with Council requirements. He/she will also be required to assist in maintaining the water and sewerage reticulation system.

The Trainee is responsible for delivering services as per the Areas of Responsibility, Functions and Measures below:

Area of Responsibility	Function	Measures
Wastewater Treatment Plant Operations	<ul style="list-style-type: none">Assist in operating and maintaining Federation Councils Wastewater Treatment Plants, Pump Stations etc in accordance with Wastewater and EPA Guidelines.Learn and undertake all tests required for the proper operation of the treatment plant.	<p>Compliance to Council and Regulatory requirements.</p> <p>Testing is accurate and all records kept in accordance with regulatory requirements.</p>

Area of Responsibility	Function	Measures
Traineeship	<ul style="list-style-type: none"> Complete all training identified by Council as well as all traineeship modules successfully 	Feedback from Trainer and transcripts results
Customer Service	<ul style="list-style-type: none"> Provide exceptional internal and external customer service 	<p>Feedback from internal and external customers.</p> <p>Respond to customers within Council's Customer Service Charter guidelines.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

OPERATIONAL RESPONSIBILITIES

Wastewater

- Assist in operating and maintaining Federation Councils Sewer Treatment Plants in accordance with Wastewater and EPA Guidelines.
- Learn and undertake all tests required for the proper operation of the treatment plant.
- Assist in the monitoring and maintaining complete manual and computer records of the treatment plant.
- Maintain daily diary of works, machine and treatment plant operations to include any incident or event which may affect the works at the present or at a future time.
- Assist in maintaining all buildings, pump stations, reservoirs, grounds and other works including Saleyards.
- Maintain regular contact with the supervising Team Leader to keep them informed of your progression in the training components of your traineeship.
- Maintain regular contact with the Supervising Team Leader to keep them informed of plant performance and problems when required.
- Maintain all equipment in a state of good repair, liaise with Council's work staff, including electricians, Coordinators and engineer to ensure that all equipment is properly maintained at all times and operating efficiently when required.
- Assist when needed in the repairs of the water and sewerage reticulation systems as instructed by the supervisor and Coordinator.
- Ensure proper security of Council's water supply infrastructure including pump stations, treatment plant, reservoirs and meters.

Customer Service

- Promote the positive image of Council by providing exceptional face to face, online and phone customer service.
- Provide a friendly, respectful and responsive service to all customers at all times.
- Attend to internal and external customer service requests promptly and efficiently and provide accurate and courteous service.
- Attend to internal and external customer service requests promptly and efficiently and provide courteous and accurate service;
- Be courteous and respectful to both internal and external customers.
- Ensure all Customer Service Requests within area of responsibility are responded to within Councils Customer Service Charter;

- Utilise appropriate communication methods to market both service levels and performance internally and where appropriate externally.

Teamwork

- Participate in regular team and network meetings.
- Undertake relief duties of other team members as required (including at other sites).
- Maintain effective levels of communication to ensure free passage of information, instruction and performance feedback to all relevant parties.

GOVERNANCE

- Comply with Local Government Act 1993 and other relevant legislation.
- Participate and attend meetings as required.
- Work toward continuous improvement for self, workplace and environment to achieve high standard and best practice outcomes.
- Perform other tasks and duties as directed by the Supervisor which are within the limits of the employee's skill, competence and training.
- Ensure self and Team observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Dress Code, Code of Conduct and ICAC legislation.
- Promote and deliver Council's Vision, Purpose and Values in your daily work environment.
- Undertake, attend and successfully complete all training requirements that have been identified by the organisation.
- Maintain appropriate qualifications and accreditations associated with the position, including any required training identified by Council.

WORK, HEALTH AND SAFETY

- Present for work in a fit state (not under the influence of drugs or alcohol).
- Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do.
- Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately.
- Not through act or omission create an unsafe workplace or environment.
- Ensure adherence to developed SWMS/RA, SOP's and Procedures.
- Assist in the development of specific SWMS/RA where identified and required.
- Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely.
- Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation.
- Assist in the investigation of all injuries and incidents.
- Ensure the safe and correct use/application of plant, equipment and PPEC.
- Commitment to Council's Injury Management Procedure.
- Maintain good site housekeeping at work location.
- Contribute to continual improvement of workplace risk control processes.
- Ensure self and team observe requirements of the WHS Legislation, relevant to the job and adhere to Federation Council Policies and Procedures regarding WHS.





KEY RELATIONSHIPS

Who	Why
Internal	
Manager Utilities Coordinator/Team Leader	The Trainee is responsive to their Manager and Supervisors requests, has an effective working relationship with all supervisors providing timely and reliable advice with complete and accurate reporting.
Utilities team members	The Trainee enjoys positive, collaborative and professional relationships with fellow members of the Utilities Team.
Internal Stakeholders	The Trainee enjoys positive, collaborative and professional relationships with the General Manager, Directors, Managers and other staff.
External	
Government Agencies	The Trainee has cordial and effective dealings with those government agencies necessary for the work of Council.
External Stakeholders	The Trainee enjoys positive and professional relationships with Council's external stakeholders, particularly with Council's customers and contractorss.

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviors, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au/>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Foundational	<ul style="list-style-type: none"> • Checks understanding of own role within Team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps Team and Supervisor informed of what he/she is working on • Shares knowledge and information with Team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with difference experiences, perspectives and beliefs
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a Manager or Supervisor.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Assets and tools	Foundational	<ul style="list-style-type: none">• Uses core work tools and equipment effectively• Takes care of tools, equipment and community assets
Technology and Information	Foundational	<ul style="list-style-type: none">• Shows confidence in using technology required in role• Uses technology appropriately, in line with Council Policies• Completes work tasks in line with records, information and knowledge management policies.

PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Climb steps to access plant or ladders;
- Walk on uneven ground;
- Lift and carry;
- Shovelling;
- Squatting, kneeling and crawling;
- Be able to get in and out of trenches;
- Work in a noisy environment with PPE;
- Work outdoors in adverse weather conditions;
- Drive vehicles;
- Operate machinery when competent;
- Carry out routine plant maintenance when competent;
- Perform manual duties for extended periods;
- Reach to the ground frequently;
- Lift loads from ground level to height frequently.

Please Note: This position requires the incumbent to maintain a minimum level of fitness to be capable of carrying out the physical task requirements of this job description. At all times you must be "Fit for Work" in accordance with Council's Policy.

JOB REQUIREMENTS

ESSENTIAL

Qualifications and Experience

- Successfully completed Year 12 Maths or Advanced Maths in Year 11
- Genuine interest in a career in the sewerage industry
- New South Wales Construction Induction Certificate (White Card)
- A current and valid class "C" driver's licence or Provisional.

Specialist Knowledge and Skill

- Ability to operate and maintain minor plant items such as power tools and mowers;
- Demonstrated intermediate computer skills
- Demonstrated experience in the use of Microsoft Office (in particular word and excel)

Authority and Accountability

- Knowledge of WHS practices and ability to participate in a safe working environment.

Judgement and Problem Solving

- Ability to show initiative in solving problems, improving methods and productivity along with the ability to seek guidance and advice where required.

Interpersonal Skills

- Good oral and written communication skills with the ability to complete forms and follow basic plans.

Other Requirements

- Be available for rostered work and emergency call outs.

SELECTION CRITERIA FOR POSITION

PLEASE NOTE: APPLICANTS MUST ADDRESS THESE POINTS AS PART OF THE APPLICATION. IF THEY ARE NOT ADDRESSED THE APPLICATION WILL BE NOT BE CONSIDERED.

1. Successfully completed year 12 Maths or Advanced Maths Year 11.
2. NSW Induction White Card.
3. Intermediate computer skills, including experience with use of Microsoft Office (or equivalent), email and internet search engines.
4. A genuine passion for the wastewater industry.
5. Demonstrated ability to manage time, set priorities, plan and organise workload to achieve set objectives.
6. Well-developed written and oral communication skills.
7. Demonstrated commitment to customer service, continuous learning, EEO, Workplace Health and Safety and ethical principles.
8. Demonstrated ability to meet the capability requirements of this position as defined in the capability statement.
9. A current and valid class “C” driver licence or Provisional.